

# Checklist for Submitting W-2 Information to the Dept. of Revenue

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## *Purpose of Filing*

*This filing provides an internet based solution for businesses to submit to the Dept. of Revenue W-2s issued to employees. This is required as part of the business's annual filing.*

*Note: You log into SCBOS with a user name and password. After logging in, click on "File W-2 Information." Remember, you can "Save and Stop" your application on any step so that you can return later. You do not require the business to be fully registered in SCBOS in order to submit W-2 information.*

## **Introduction**

Broadly there are three ways to submit employee W-2 information:

1. Enter Online – suited for employers that have 20-30 employees and do not have the ability to generate the EFW2 format file from their accounting package.
2. File Upload/Import as Comma Delimited File (CSV) – suitable for user with 100 or less businesses or an accounting package with payroll modules that can generate this file format.
3. File Upload/Import as Standard SSA EFW2 Format, including state RS record – Suitable for users with an accounting package with payroll modules that can generate this file format.

Note: The user can select any one of the three methods above for each application that is completed and put in the shopping cart irrespective of the number of employees. If you choose to upload a file, you can submit as many times as needed to achieve an error free submission. See [FAQs](#).

## **What you need**

- 1) Withholding number for the business must be numeric, 9 digits, and begin with "25."  
This number is commonly referred to as the file number
- 2) Federal Identification (FEI) Number for the business.
- 3) Information associated with each employee:
  - a. Social Security Number (SSN)
  - b. Employee's first name
  - c. Employee's middle initial
  - d. Employee's last name
  - e. Employee's suffix
  - f. Employee's location address (attention, suite, room number, etc.)
  - g. Employee's delivery address

- h. City
- i. State abbreviation
- j. Zip code
- k. Zip code extension
- l. Employee's income tax reporting
  - i. Employee's state taxable wages (dollars and cents)
  - ii. Employee's state income tax withheld (dollars and cents)

## When to File

W-2's should be submitted as a filing for the end of year or for a shorter term when the business has opened or closed during the year. Note: When there are changes in the payroll provider during the year, the business should only have a filing by one provider at the end of the year. Incomplete filings by a provider will cause errors in the information provided for the business.

## Other

You can start getting familiar with SCBOS by checking out the tutorials which will take you step by step through registering for the first time and finding the right application/filing/payment.

Once you've had a chance to familiarize yourself with SCBOS, go to [www.scbos.sc.gov](http://www.scbos.sc.gov) and create a new user account by clicking on the "Sign Up" button. You must have a user account to apply, file, or pay.

Remember, you can always click on the "Save and Stop" button to save your application and resume it at a later date.

Also see FAQ's on the [SCBOS W-2 Information Page](#).